

CLAIM AND VOUCHER FOR REIMBURSEMENT OF EXPENSES INCURRED IN THE SALE AND/OR PURCHASE OF A RESIDENCE - PERMANENT CHANGE OF STATION			VOUCHER NO.		SCHEDULE NO.	
			TRAVEL ORDER NO.			
PART I			PRIOR VOUCHERS PAID UNDER SAME TVL ORDER			
			DATE		AMOUNT	
PAYEE'S NAME AND MAILING ADDRESS SSN:					\$	
					\$	
PART II						
		(AT OLD OFFICIAL STATION)		(AT NEW OFFICIAL STATION)		
OFFICIAL STATION ADDRESS						
TRANSFER DATE		DATE EMP NOTIFIED OF IMPENDING TRANSFER		EFFECTIVE DATE OF TRANSFER (PER SF-50)		REPORTED FOR DUTY AT NEW STATION
RESIDENCE ADDRESS						
TYPE OF DWELLING		SINGLE _____ MULTIPLE _____		NO. OF UNITS		SINGLE _____ MULTIPLE _____ NO. OF UNITS
SALE AND PURCHASE PRICE AND DATE CLOSED		\$		Date Sale Closed		\$ Date Purchase Closed
PAYEE CERTIFICATION		I hereby certify that the amount claimed represents reimbursement of amounts actually paid by me in connection with the: <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> _____ Sale of my former residence, the title of which was in my name(and/or the name of a member of my immediate family) and that it was in fact my residence at the time of my official notification of transfer. </div> <div style="width: 48%;"> _____ Purchase of a new home and that title to the property identified above as my new residence is in my name (and/or the name of a member of my immediate family) and that it is my residence at my new official station. </div> </div>				
		I further certify that the amount claimed is correct and that payment or credit has not been received.				
HAS EMPLOYMENT AGREEMENT BEEN SIGNED?		SIGNATURE OF PAYEE			DATE	
YES _____ NO _____						
PART III						
SIGNATURE AND TITLE OF RECOMMENDING OFFICIAL AT OLD OFFICIAL STATION (If necessary)		I have reviewed the claim with respect to the sale of former residence and find the expenses to be reasonable and customary for the locality where incurred.				
		Signature		Title		Date
APPROVED (Signature and title of approving officer at new official station)	Signature		DOLLARS CENTS			
	Title		AMOUNT CLAIMED (From Second Page)			
	Date		LESS DIFFERENCES:			
CERTIFIED CORRECT AND PROPER FOR PAYMENT:			NET AMOUNT ALLOWED:			
			LESS INCOME TAX WITHHELD:			
Date Authorized Certifying Officer			FEDERAL NET PAYMENT			
ACCOUNTING CLASSIFICATION						

PART IV - SUMMARY OF SALE AND/OR PURCHASE EXPENSES PERMANENT CHANGE OF STATION			
ITEM AND EXPLANATION		FORMER RESIDENCE	NEW RESIDENCE
1. BROKERAGE FEES: The sales commission paid to a broker or real estate agent for selling former residence. Also, fees for listing a residence and payment for multiple listing service, if not included in commission paid to the broker or agent.....		\$	
2. ADVERTISING: Expenses paid for newspaper and other advertising when a direct sale is made without the services of a real estate broker or real estate agent.....		\$	
3. APPRAISAL FEE: The amount paid to a professional appraiser for establishing a suggested sale price for the residence.....		\$	
4. LEGAL AND RELATED COSTS: The amounts paid for costs of (1) searching title, preparing abstract, and legal fees for a title opinion, or (2) title insurance policy where customarily furnished by the seller; costs of preparing conveyances, other instruments, and contracts; related notary fees; costs of making surveys, preparing drawings or plots, recording fees and recording taxes or other charges paid incident to recordation (e.g., mortgage discharge recording fees) , etc.....		\$	\$
5. MISCELLANEOUS COSTS: Amounts paid in connection with sale of former residence and purchase of a new residence. (normally, these expenses (except A) are paid by the purchaser; however, depending on local custom and practice, the seller may be required to pay some of them.)			
A. PREPAYMENT CHARGE: The amount paid as required in the mortgage or other security instrument as a charge for prepayment; or if not specifically by the mortgage instrument, the amount paid limited to 3 months prevailing interest on the loan balance.....		\$	
B. LENDER'S APPRAISAL FEE: The amount paid for the mortgage-lender's charge for residence appraisal.....		\$	\$
C. FHA OR VA APPLICATION FEE: The amount paid.....		\$	\$
D. CERTIFICATIONS: The amount paid for any required certification as to structural soundness or physical condition of property, when required by mortgage-lender, FHA or VA.....		\$	\$
E. CREDIT REPORT: The amount paid for credit or factual data report on the buyer, if required by mortgage-lender, FHA or VA.....		\$	\$
F. MORTGAGE TITLE POLICY: The amount paid for mortgage (or lender's) title insurance policy only (as distinguished from a mortgage insurance policy on the life of the borrower and the additional cost for an owner's title policy)			\$
G. ESCROW AGENT'S FEE: The amount paid to an escrow agent, title company or similar entity for closing a real estate transaction.....		\$	\$
H. STATE REVENUE STAMPS: The amount paid.....		\$	\$
I. SALES OR TRANSFER TAXES; MORTGAGE TAX, IF ANY: The amount paid...		\$	\$
6. OTHER INCIDENTAL EXPENSES: Such other reasonable and customary charges or fees paid as may be authorized and not properly includable in items listed above (itemize and explain; if necessary, attach separate sheet):		\$	\$
IMPORTANT - The following must be submitted to support claim for reimbursement: (1)copy of purchase agreement, sales agreement or other evidence of contract price for property being sold and/or purchased; and (2) property settlement sheets, loan closing statements, invoices, receipts or other accounting evidence to support each item claimed.		TOTALS	\$
		TOTAL CLAIMED	\$